



Woodlawn United Church  
**Worship Cancellation and Office Closure Policy 70.0**

Approved at Council: February 26, 2014

Modified/Revised: April 15, 2020

**PURPOSE**

To ensure safety of our congregation and staff members, worship will be cancelled and/or the office will be closed due to extreme weather conditions, power outages, or other unforeseen issues.

**POLICY**

1. If the RCMP or City Police advise drivers to stay off the roads, worship will be cancelled or the office will be closed. In the absence of an advisory, the decision to cancel worship will be made by a co-chair of council, a member of trustees and the ministry staff.
2. Woodlawn United Church follows the Hfx Regional Centre for Education's school protocols for closings and delays from Monday-Friday. For example, if the HRCE closes their schools, WUC will close the office and all ministry programs and events will be cancelled or delayed. If the weather prompts us to announce a delay in opening but not a full day closure, WUC will delay opening the office and continue with ministry programs and events based on our assessment of the circumstances. Delays or cancellations may be beyond our control, such as power outages, etc. as a result of the weather conditions. ***(Please note that even with school closings the church office may open, weather permitting, so please call ahead).***

Announcements on closings or delays for office hours:

- An email will be sent to any group that was scheduled to meet at WUC.
- A sign will be put in the main door, if possible
- Voice mail for the Church Office will reflect the cancellation, 902-434-8302.

Every attempt will be made to continue with worship services. However, if a decision has been made to cancel, congregants will be informed:

- Worship Leadership Team and choir members will be notified
- A congregational email will be sent, if possible.
- Every attempt will be made to post information on the church website and our Facebook page.
- Voice mail for the church will reflect the cancellation.
- A sign will be put in the main door, if possible.
- The cancellation will be posted on the CBC Storm Centre.